

Non-Procurement Center Transactions Guideline - 6.25.G (01/07/04)

[Last Update: \(01/07/04\) RShibata:kma - 6.25.G.0](#)

[No Fee Agreements - 6.25.G.1](#)

[Check Requests - 6.25.G.2](#)

[Individual Small Value Purchase – 6.25.G.3](#)

[Policy - 6.25.P](#)

Last Update: (01/07/04) RShibata:kma - 6.25.G.0

This revision re-establishes Individual Small Value Purchases.

Definitions

No Fee Agreements - These are agreements between Sandia National Laboratories and an individual, including a former employee for services provided at no fee to Sandia National Laboratories. No Fee Agreements may not be used for obtaining goods or services from firms. No Fee Agreements are also used to document travel requirements and per diem rates at which expenses will be reimbursed.

Note: Travel and/or local transportation costs may be reimbursed; however, they must be documented in the No Fee Agreement form.

Check Requests - A Check Request form (SF 9514-CR) is used to authorize payments to external vendors or suppliers for miscellaneous business expenses/services typically on a one-time basis. Some examples of where Check Requests are used include:

- *food*, such as lunches, catering, and refreshments, when such expenses are incurred for a bona fide business purpose,

- *services* such as legal, medical, training, and translation, and
 - *miscellaneous* items such as books and library orders.
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No Fee Agreements - 6.25.G.1

Form and Format - 6.25.G.1.a

The requesting organization is responsible for the origination, authorization, and administration of No Fee Agreements.

The Financial Manual, Chapter 17, Payable Accounting, as revised on July 11, 2000, requires the use of the No Fee Agreement form (SF 9521-NFA) to document the name of the provider, services to be provided, period of performance, security clearances required and travel requirements of the agreement. The agreement advises the Service Provider that expenses must adhere to the per diem limitations set in the [Federal Travel Regulations \(41 CFR 301, Appendix A\)](#).

Authorization - 6.25.G.1.b

The requesting organization's department manager or higher authorizes the agreement by signing the form. **A copy of the signed No-Fee Agreement form must be retained by the requesting organization.**

Administration - 6.25.G.1.c

The requesting organization is responsible for the administration of No Fee Agreements. Questions regarding No Fee Agreements may be directed to the Corporate Contracts and Policy Management Organization.

Payment - 6.25.G.1.d

The [Consultants and Other Non-Employee Expense Voucher form \(SF 4601-C\)](#) is used to submit request for payment of travel expenses. **A copy of the signed No-Fee Agreement form must be attached.** Refer to [Financial Manual, Chapter 17, "Payable Accounting"](#) for further information. The requesting organization is responsible for authorizing payments under No Fee Agreements.

Check Requests - 6.25.G.2

Check Request procedures are documented in the [Financial Manual, Chapter 17, “Payable Accounting”](#). This procedure is generally used for a one-time purchase. The Requesting Organization is responsible for the authorization, creation and administration of Check Requests.

The Check Request (SF 9514-CR) form is used to authorize payments to external vendors or suppliers for miscellaneous business expenses/services. The Process Owner responsible for the Check Request Process is Organization 10503, Accounts Payable. **This process must not be used to circumvent the normal procurement process described in the Procurement Manual.**

Individual Small Value Purchase - 6.25.G.3

The Individual Small Value Purchase (ISVP) procedure is authorized for purchases of emergency and low value goods or non-repetitive services with an individual unit price not exceeding \$400 per item. The requesting organization is responsible for the authorization, creation, and administration of ISVPs. The process owner responsible for the ISVP procedure is Organization 10254, Rapid Procurement.

Criteria for the Individual Small Value Purchase

- Incidental purchases of *emergency* and low value goods and non-repetitive services limited to \$400 per item or less. Purchases cannot be repetitive and must not include items on the restricted item list for the procurement card. The restricted item list is at <http://www-irm.sandia.gov/corpdata/procurement-manual/Section6.htm> - 6.1
- Incidental purchases on the travel card shall not bypass traditional procurement process (i.e., Just in Time, Procurement Card, or Purchase Order) for procuring multiple units of the same item.
- Customers requiring items exceeding the amounts above should acquire a procurement card, utilize the Rapid Procurement Department, or utilize the Just-in-Time contracts,

Customers frequently requiring items less than the \$400 limit should also utilize a Procurement Card or the Just-in-Time contracts.

Send feedback on ideas and information on this page to the Process Expert, Randy Shibata.



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